



City of Santa Barbara

ON-SITE NOTICE POSTING INSTRUCTIONS

(To Be Distributed with Posting Materials)

The public noticing requirements (SBMC §30.205.070 or §28.87.380 (Coastal Zone)) allow the City to require a posted notice on the project site as an additional method of providing notice to the public of an upcoming hearing. In addition, all projects proposing five or more net new units under the Average Unit-Size Density Incentive Program (AUD) are subject to a supplemental on-site noticing requirement described on Page 2 of these instructions.

A. **NOTICE OF DEVELOPMENT.** At the time of submittal for a project that is required to be noticed, Staff will provide the applicant with a yellow on-site posting sign and a metal stake on which to mount the sign. The applicant is responsible for installation of the on-site posting sign, following the directions below.

1. **Content.** On the yellow sign, fill in the following information in large printed letters using a **BLACK** permanent marker (*see example below*):
 - a. Project Address
 - b. Case Number (MST #)
 - c. Applicant’s Name & Phone Number
 - d. Staff Contact - If there is an assigned a Case Planner, please provide their name. Otherwise please list one of the following: ABR Staff, HLC Staff, or SFDB Staff.
 - e. Date that the notice was first posted on the site.
 - f. General summary description of the project.
2. **Location.** The sign must be placed within two feet (2’) of the property line of the subject site, so that it can be easily viewed from the public right-of-way. For properties accessed only by a private easement, post the sign on the easement so that it is clearly visible from the closest public roadway.
3. **Duration.** The applicant must install the sign at the site no later than ten (10) days prior to the first public hearing date. The sign shall remain posted until at least ten (10) days after the date Project Design Approval is granted.
4. **Affidavit.** At the time of application submittal, the applicant shall sign an affidavit stating that he or she will post all required signs per these instructions.

Sample Sign:



The sample sign is a yellow rectangular poster. In the top left corner is the City of Santa Barbara seal. To the right of the seal, the words "NOTICE OF DEVELOPMENT" are printed in large, bold, black capital letters. Below this, in smaller black capital letters, is the text: "A PERMIT APPLICATION FOR DEVELOPMENT ON THIS SITE IS ON FILE WITH THE CITY OF SANTA BARBARA". The sign contains several lines of text with fields for information, each followed by a horizontal line for a signature or stamp. The fields are: "Address: 630 Garden Street", "Case # MST: 2017-00XXX", "Applicant: John Doe", "Phone: 805-555-1212", "Staff Contact: ABR Staff", and "Date Posted: X/X/2017". Below these fields is a line for "Project Summary: New three-story 10-unit apartment building under the AUD program". At the bottom of the sign, there is a line of text: "For more information, please contact (Para información sobre este permiso de desarrollo favor de llamar): City of Santa Barbara Planning Division at (805) 564-5470 www.SantaBarbaraCA.gov → 'How Do I' → View → Permit Status".

B. SUPPLEMENTAL ON-SITE NOTICING FOR AVERAGE UNIT-SIZE DENSITY INCENTIVE PROGRAM (AUD) PROJECTS.

In addition to the City's standard Notice of Development sign required on Page 1, all projects proposing five or more net new units under the AUD program are required to post drawings of the proposed building(s) on a sign erected at the project site. The purpose of this supplemental sign is to inform the general public, interested parties, and decision-makers of the scope, size, and design of the proposed development. The sign must be installed at least ten (10) days prior to the date of the first publicly noticed hearing. The supplemental sign shall remain posted until at least ten (10) days after the date Project Design Approval is granted.

The supplemental on-site notice shall be provided as described below:

1. **Minimum Size and Dimensions.** Must be at least 2 x 3 feet, totaling at least 6 square feet.
2. **Materials.** Signs must be produced using weather resistant materials and techniques such as: laminating paper images in plastic, printing plans on Tyvek or Mylar or weatherproof label paper, or by mounting plans under Plexiglas. Drawings must be affixed to a rigid backing material; flexible banner signs are prohibited by City ordinance. Alternatively signs may be professionally printed on weather resistant rigid sign material such as corrugated plastic (Coroplast), Gator Board, or similar.
3. **Drawings.** At least one legible perspective view or street elevation drawing of the proposed building(s) is required. A three-dimensional perspective view is preferred. If at the time of application submittal, a perspective drawing or rendering is not available, drawings of multiple elevations may be displayed. Minimum drawing size is 11 x 17 inches. Total area of drawings (single or multiple) must be at least 5 square feet.
4. **Scale.** The drawings must clearly indicate the scale of the proposal. This may be done by including scaled human figures in the drawings, calling out dimensions such as building height, showing portions of existing adjacent buildings in the drawing for context, illustrating the differences between existing and proposed development on the site, etc.
5. **Weather Resistance.** The sign board or backing and all materials placed on it must be weather resistant material, not paper. The sign must be erected or attached in a manner to withstand winds.
6. **Location of Sign.** The sign may be erected using sign posts or posted on an existing fence, building, wall, or in a window, subject to the following locational requirements:
 - a. Placed near the standard Notice of Development sign and within two feet (2') of the primary property front property line, or within 10 feet of property line if the public has free access to walk up and view the sign. If the site is accessed by only a private easement, place the sign on the easement so that it is clearly visible from the closest public roadway;
 - b. Erected or mounted for display at 5-foot minimum height to top of sign;
 - c. Does not block the view to other signs on any property; and
 - d. Does not obstruct the views of drivers exiting driveways or approaching intersections.
7. **Maintenance and Updating.** It is the responsibility of the applicant to maintain the sign in place for weather effects, vandalism, etc. The applicant is encouraged to update the images on the sign for subsequent review hearings as the proposal is revised. Updated images displaying the design presented for Project Design Approval must be placed on the sign at least ten (10) days prior to that hearing.